GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

Mailing Address:
2314 Kronprindsens Gade
Charlotte Amalie, VI 00802

DEPARTMENT OF FINANCE

Street Address:
76 Kronprindsens Gade
Charlotte Amalie, VI

FINANCE MEMORANDUM NO: 16-2013

TO: **ALL DEPARTMENTS/AGENCY HEADS**

SPECIAL ATTENTION TO:

**Time and Attendance Personnel, Directors,
Business & Administration Services, Fiscal Officers,
And Federal Program Officers**

FROM: **Ángel E. Dawson, Jr.
Commissioner**

DATE: **June 3, 2013**

SUBJECT: **Discontinuation of Direct Deposit Advices**

Effective July 11, 2013, Pay Period 20, the first pay period in July, the Department of Finance will no longer be printing direct deposit 'advices' & "stubs". Advices will be available in PDF format via email distribution.

To further facilitate this process we ask that agencies have all employees visit the following website, http://www.dopusvi.org/SitePages/Home.aspx, through the Employee Self Service Module (ESS), to review/update email addresses (government or personal) in order to review and/or print out pay details. Employees with limited or no email access will be able to receive assistance through their Human Resources Offices.

Going forward, we ask that HR personnel treat the email address field as a "required field". Thank you for your continued cooperation in our endeavor to enhance our processes, optimize the ERP system, and minimize usage of scarce resources.

A short guide to
Accessing the Employee Self Service Module
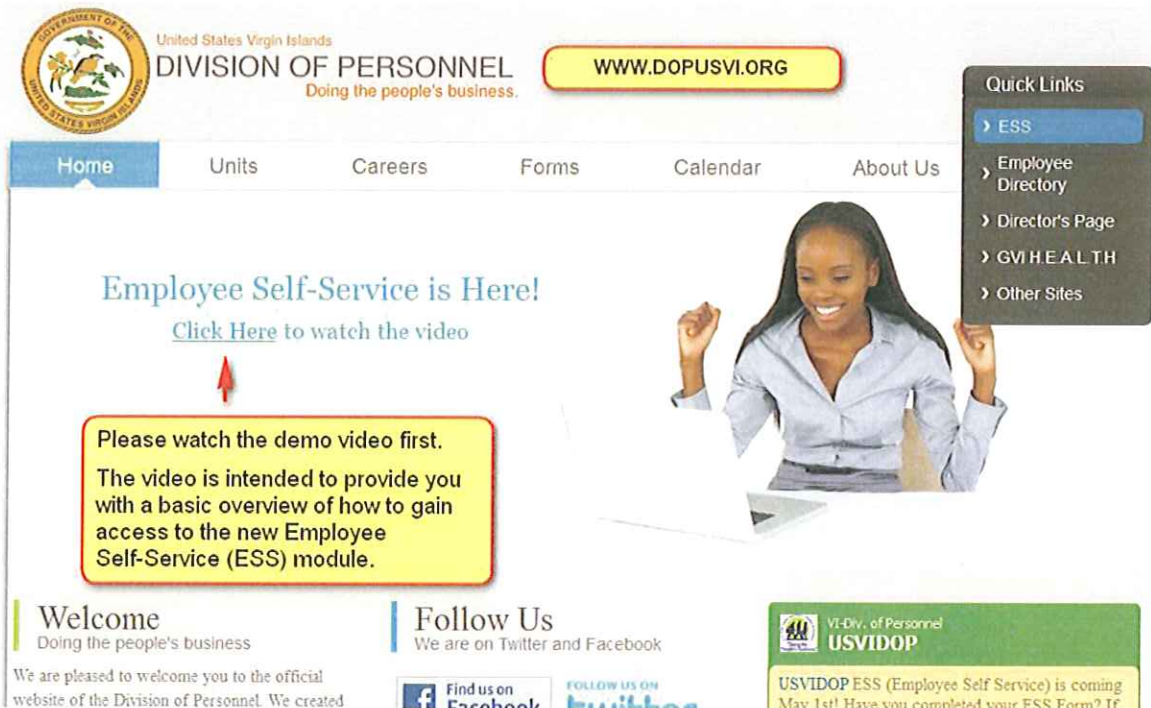
1. Open any internet browser of your choice and go to WWW.DOPUSVI.ORG or click on the link here.

2. If this is your first time accessing the Employee Self Service Module, it is recommended that you watch the short demonstration video prior to logging into the ESS Module.

3. **You will need a user name and password.** Your username is the first letter of your First Name, your entire Last Name and your employee #. For example, Jane Doe's Employee # is 12345. The User Name would be **jdoe12345.** Your initial Password is **the last four digits of your Social Security No.**

4. You will then be prompted to change your password. **Please enter your new password twice and click the Update button!**

* Employees are **not** able to make any changes to their information within ESS. Any changes that need to be made **must** be done with the assistance of your departmental Personnel Officer.

** Additionally, due to a software glitch, the dependents within the ERP are not all displaying within the ESS. We are asking employees not to panic if their dependents are not listed.

ESS has implemented a help desk to support this project and its continued operational use. The help desk can be reached at 340-714-5049 and is staffed by dedicated Division of Personnel employees.